

MARTIN CITY COUNTY WATER DISTRICT BOARD OF DIRECTORS MEETING

January 18, 2022, Lietz Hall Martin City, MT

MINUTES

The meeting was called to order at 7:05p.m. Present: Board Members President Greg Doggett, Jim Zerbe, Cindy Doggett and Edward Benton; General Manager/Chief Operator Ben Shafer and Clerk Tiffany Tyree. Tyler Lentz was absent.

Tiffany Tyree was introduced as the new Clerk. Tiffany is replacing Victoria Zerbe.

The Minutes for October 19, 2021 were approved by unanimous consent.

The monthly coliform water test results for November, December, and January were all satisfactory.

OPERATORS REPORT : Chief Operator & General Manager, Ben Shafer

- The GPI XTR unit was replaced with one in MCCWD stock a number of months ago. Greg asked if the warranty a replacement has been received yet. Ben replied not yet, he will check with Core & Main soon.
- Chief Operator will look into why there is a discrepancy between the site plan and the locations reported from the lab regarding the coliform tests that occur once a month.
- Glacier Hills pumphouse leaking flush valve is needing to be replaced this year.
- The curb box extension will be removed from Leitz Hall, acct. 64, as soon as it is possible. This is expected to remedy and complete Work Order 2021-3.
- Chief Operator discussed the potential need for an automatic transfer switch to run the generator at the Martin City Pumphouse. The current generator at the Martin City Pumphouse is manual, which is not ideal for power outages.
- Chief Operator worked on leak repair at Blackcomb, account #150. The Clerk generated a special invoice to charge the customer for the District materials, Operator fees and mileage. The Board President Greg Doggett questioned liability issues regarding repairs beyond the meter pit. MCCWD personnel should not be involved in repairs on the service side of any connection. Doing so can make the MCCWD liable should any problems with the repairs occur in the future.
- Chief Operator reported that a new operator was hired for the Columbia Heights water district.
- The meters for October, November, December and January have been successfully read.
- Ben has observed that it appears a new well cap gasket was previously ordered and installed at well #1. Work Order 2020-2.
- There was a power outage in December and the generator had to be manually turned

on. Ben has discussed with Greg the circumstances and timing for activating the back-up generator in the future.

- The Kosnoff's meter was needing to be replaced, and it was completed.
- Checking emails, phone messages and shoveling at the Pumphouse was all completed on a regular basis.

WORK ORDERS:

President Doggett and Operator Shafer discussed the current open Work Orders and informed the Board Members that the Operator will provide Projected Completion Dates for all open Work Orders as soon as possible.

- WO #2020-17 Storage tank top rail fencing replacement: A cuplet has been ordered to repair the top rail of the storage tank fence. It will be repaired promptly.
- WO #2020-24 Contamination Inventory Map: This Work Order is actively in progress.
- Ongoing - DNRC flowmeter reports: The 2021 flowmeter report needs to be completed within the next few weeks. In the future, the Chief Operator will record the necessary measurements on a monthly basis during the meter readings. Inventory of the Martin City Pumphouse will be updated as soon as possible.
- WO #2022-1 - Glacier Hills Water Tank: The Chief Operator is in the process of requesting estimates for when the water tank is going to be recoated. Shafer has contacted Ben Kramer for a back-up plan of a water source during the necessary repair. MCCWD is needing to figure out the logistics and detail of the tank repair project. The Board is requesting 3 bids for this repair.

SYSTEM REPORTS

- The Board reviewed the System Reports for October, November, and December. The total gallon water loss percentage rose from 11.29% in October 2021 to 15.51% in December 2021. The water loss in October equaled 78,697 gallons, November was 97,540 gallons and December was 55,414 gallons. The Usage Report, the Year-end Usage and Loss Report, and the Comparison Report were reviewed.

FINANCE REPORTS

- The Clerk reviewed the District's financial statements for October 31, November 30, and December 31, 2021. The total Flathead County Finance Department's deposit into MCCWD's Tax Roll Fund #7273 for 2021 totaled \$30,911.21, and an interest distribution of \$479.94 was recorded for the Capital Investment Fund #7274.
- Petty Cash Report was discussed and additional funds were approved. The current Petty Cash account is at \$116.82.
- The 2021 Cash Flow Forecast, as well as the 2022 Cash Flow Forecast, which is presented as a projection of finances for the coming year, were reviewed. The 2022 Cash Flow report needs to add the transfer of \$4,000 from the maintenance fund to checking.

- The Disbursement Report for November 15, 2021 listed the Libby Landscaping payment of \$2,130.00 for 3 installs. The December 15, 2021 Disbursement Report was reviewed next.
- The January 15, 2022 Disbursement Report listed the 941 Employer's Federal Quarterly tax payment of \$1,386.30, the MT Unemployment Quarterly Tax payment of \$48.36, and the MT Monthly Withholding Tax of \$53.00. The first installment for January 2022 Montana State Fund Workman's Compensation Insurance was recorded as \$384.48. **A motion to approve the Disbursement Reports dated November 15 and December 15, 2021, and January 15, 2022 was made by Jim Zerbe, seconded by Ed Benton and unanimously approved by the Board.**
- The Adjustments for October, November and December were reviewed. Past Due Reports for November, December were also reviewed.

OLD BUSINESS

- There was no Old Business to discuss.

NEW BUSINESS

- The 2022 MCCWD Annual Budget was reviewed. **Greg made a motion to approve MCCWD's 2022 Budget. Cindy seconded the motion and all approved.**
- Sample and Compliance Schedules were discussed and the Chief Operator will take nitrate and nitrite and lead and copper tests this year. Although the District has a waiver for asbestos testing, the Schedules appear to show that we are required to take this test. Ben will inquire with MDEQ on this discrepancy.
- A Public Water Supply Monitoring Schedule was provided in the packet for review.
- The Board President encouraged Board members who have not taken the course previously to attend Board Leadership training.
- The District's next Board Meeting was scheduled for Thursday, April 19, 2022 at 7:00 p.m. As there were no other items to discuss, Jim made a motion at 9:17 p.m. to adjourn and Ed seconded it, all agreed.

Respectfully submitted,